



Contract Holder

**General Services Administration
Federal Supply Service
Authorized Federal Supply Schedule Price List**

**Schedule 71 II K
Comprehensive Furniture Management Services**

Contract No. GS-29F-0017N

March 11, 2009 to March 11, 2012 with three, five-year options

Point of Contact:

E. Reed Stvan, President

Phone 202.216.5740

rstvan@mgmt-alt.com

Remittance & Mailing Address:

Management Alternatives Inc.

1420 K Street, NW

Suite 500

Washington, D.C. 20005

Phone 202.842.4300

Fax 202.842.5063

www.mgmt-alt.com

Management Alternatives, Inc.

1420 K Street, N.W., Suite 500, Washington, D.C. 20005

phone: 202.842.4300

fax: 202.842.5063

www.mgmt-alt.com



Management Alternatives, Inc. currently holds a GSA Contract which provides a vehicle for Federal agencies to directly contract M/A's services.

GSA Contract Number:

GS-29F-0017N

MAS Schedule:

71 II K Comprehensive Furniture Management Services

Special Item Numbers:

712 1: Project Management

712 2: Assets Management

712 3: Reconfiguration and Relocation Management

Management Alternatives, Inc.

1420 K Street, N.W., Suite 500, Washington, D.C. 20005

phone: 202.842.4300

fax: 202.842.5063

www.mgmt-alt.com

Special Item Numbers

SIN 712 1, Project Management:

The Project Management services available under this Special Item Number include comprehensive support for the design, reconfiguration, relocation, and increasing or downsizing of office spaces and similar facilities. Services may include but are not limited to:

- Development of project management plans and implementation strategies.
- Work as a partner with the customer organization to manage the interior design process to ensure it meets their requirements.
- Develop and manage the phasing of the reconfiguration project.
- Assist in the preparation of budget requirements for the acquisition, delivery, and installation of furnishings and equipment.
- Orchestrate logistics of interior renovations and furniture installation.
- Oversee all deliveries and installations to ensure adherence to scope of work, installation standards, and accurate placement of furniture according to plan.

SIN 712 2, Assets Management:

The Assets Management services available under this Special Item Number cover the development and/or implementation of an assets management systems to monitor and track the customer agencies' furniture and equipment inventory. The services may include, but are not limited to:

- Design and installation of a computer aided system to manage the customer's furniture and equipment inventory.
- Customize a management system to meet recommended process improvements.
- Educate customer agency in the use and maintenance of the management system.
- Prepare a physical inventory of furniture and furnishings.
- Provide bar code services including developing bar code standards, bar coding individual items, and initiation of a bar code database.

SIN 712 3, Reconfiguration/Relocation Management:

The Reconfiguration/Relocation Management services available under this Special Item Number include all of the services for the reorganization and consolidation of existing facilities and/or the opening of new facilities. The services may include, but are not limited to:

- Develop work and relocation plans and schedules.
- Coordinate relocation plans and schedules with other professional, crafts, and trades persons.
- Verify of critical field dimensions prior to installation.
- Moving and installation
- Provide temporary and long term warehousing for furniture and furnishings ensuring proper accountability of items in storage.

Management Alternatives, Inc.

1420 K Street, N.W., Suite 500, Washington, D.C. 20005
phone: 202.842.4300
fax: 202.842.5063
www.mgmt-alt.com

Company Information

2. Maximum Order Threshold

The maximum order threshold value per order is \$500,000. Orders may be placed above this threshold in accordance with FAR 8.404.

3. Minimum Order

The minimum dollar value per order is \$100.

4. Geographic Coverage

Regional

5. Primary Points of Production

1420 K Street, NW, Suite 500
Washington, D.C. 20005
Phone 202.842.4300
Fax 202.842.5063

6. Discount From List Prices

Prices Shown Herein are Net (discount deducted). They also include the GSA Industrial Funding Fee (IFF) of which .75% is to be forwarded by Management Alternatives, Inc. to GSA quarterly.

7. Other Discounts

No other discounts are available in this Price List.

8. Prompt Payment Terms

Payment terms are Net 30 days.

9. Government Purchase Cards

Government Purchase Cards are accepted below the micro-purchase threshold.

10. Ordering Addresses

1420 K Street, NW, Suite 500
Washington, D.C. 20005
Phone 202.842.4300
Fax 202.842.5063

Management Alternatives, Inc.

1420 K Street, N.W., Suite 500, Washington, D.C. 20005
phone: 202.842.4300
fax: 202.842.5063
www.mgmt-alt.com

Company Information

11. Payment Address

1420 K Street, NW, Suite 500
Washington, D.C. 20005
Phone 202.842.4300
Fax 202.842.5063

12. Export Packing Charges

Not applicable to this contract.

13. Terms & Conditions of the Government Purchase Card (above micro)

At this time, the Government Purchase Card are accepted above the micro-purchase level.

14. Data Universal Number System (DUNS) number:

139626931

15. Central Contractor Registration:

Management Alternatives, Inc. is registered in the CCR database. Our registration number is our DUNS number as listed above.

Management Alternatives, Inc.

1420 K Street, N.W., Suite 500, Washington, D.C. 20005
phone: 202.842.4300
fax: 202.842.5063
www.mgmt-alt.com

Labor Rates

Management Alternatives, Inc. GSA Contract Hourly Labor Rates

Labor Category	Hourly Rates
Principal-in-Charge	\$161.94
Quality Control Manager	\$124.50
Relocation Project Manager	\$98.44
Project Scheduler	\$72.36
Relocation Coordinator II	\$68.20
Relocation Coordinator I	\$53.34
Customer Service Representative	\$43.93
Asset Tracking Database Manager	\$63.95
Asset Tracking Database Specialist	\$45.54
Inventory Manager	\$53.85
Inventory Specialist	\$27.40

Management Alternatives, Inc.

1420 K Street, N.W., Suite 500, Washington, D.C. 20005

phone: 202.842.4300

fax: 202.842.5063

www.mgmt-alt.com

Labor Categories

Labor Categories and Relevant Experience Criteria

Principal-in-Charge:

The Principal-in-Charge is an officer of Management Alternatives who is responsible for working with the client's project team to develop the strategic framework for the project; identifying critical elements of the relocation plan; and identifying where contingency plans are required. He or she is responsible for ensuring adequate resources are scheduled support the execution of the scope of work within the agreed upon time frames and budget.

- Holds a four year degree in facilities management, business management, architecture, or interior design; or a minimum of twelve (12) years direct experience in the industry.
- Has a minimum of ten (10) years experience in managing complex relocation projects and project teams with a focus on strategic planning and problem resolution.
- Has a minimum of ten (10) years experience in developing and managing the implementation of complex logistics schedules.
- Has successfully managed multiple projects in excess of 500,000 SF.

Quality Control Manager:

The Quality Control Manager is an officer of Management Alternatives who is responsible for the impartial review of relocation plans and budgets; independent of the team handling the relocation. The Quality Control Manager reports to the President all issues that require remediation.

- Holds a four year degree in facilities management, business management, architecture, or interior design; or a minimum of twelve (12) years direct experience in the industry.
- Has a minimum of ten (10) years experience in managing complex relocation projects and project teams with a focus on strategic planning and problem resolution.
- Has a minimum of ten (10) years experience in developing and managing the implementation of complex logistics schedules.
- Has successfully managed multiple projects in excess of 500,000 SF.

Relocation Project Manager:

The Relocation Project Manager is the primary point of contact for all project participants with respect to the move management process and has direct responsibility for client success. He or she analyzes client operations and business processes in

Management Alternatives, Inc.

1420 K Street, N.W., Suite 500, Washington, D.C. 20005
phone: 202.842.4300
fax: 202.842.5063
www.mgmt-alt.com

Labor Categories

order to develop the comprehensive master relocation plan. He or she is responsible for the daily management of all sub-consultant resources and the Management Alternatives project team. The Relocation Manager is also responsible for the evaluation of the performance of critical vendors.

- Holds a four year degree in facilities management, business management, architecture, or interior design; or a minimum of eight (8) years relevant experience.
- Has a minimum of six (6) years in project management and contract administration and exhibits mature judgment in problem resolution.
- Has a minimum of six (6) years experience in developing and managing the implementation of complex logistics schedules.
- Has a minimum of six (6) years experience in the procurement of relocation and/or furniture, fixtures, and equipment goods and services.
- Has successfully managed multiple projects in excess of 100,000 SF.

Relocation Coordinator II:

The Relocation Coordinator II has the capabilities of a Relocation Manager to lead and manage small to mid-size projects. On large and complex projects, he or she serves as the Assistant to the Relocation Team Project Manager. He or she assists in the development of the Master Relocation Plan. He or she also manages vendor procurement, coordination, and contract compliance. The Relocation Coordinator will participate in project meetings and respond to client and vendor inquiries regarding the relocation and will have primary responsibilities for move related vendor coordination.

- Holds a four year degree in facilities management, business management, architecture, or interior design; or a minimum of five (5) years relevant experience.
- Has a minimum of three (3) years experience in developing and managing the implementation of relocation occupancy schedules.
- Has a minimum of three (3) years experience in the procurement of relocation and/or furniture, fixtures, and equipment goods and services.
- Has a minimum of three (3) years experience in coordinating vendor activities in the relocation, furniture, fixtures, and equipment or other related service industry.
- Has successfully worked on multiple relocation projects from 50,000 – 100,000 SF.

Management Alternatives, Inc.

1420 K Street, N.W., Suite 500, Washington, D.C. 20005
phone: 202.842.4300
fax: 202.842.5063
www.mgmt-alt.com

Labor Categories

Relocation Coordinator I:

The responsibilities of the Relocation Coordinator I involve managing and planning the reuse of existing, furniture, fixtures, and equipment; tracking and scheduling new furniture and equipment deliveries; and planning and supervising refurbishment of furniture. He or she prepares the Building Access Requirements Schedules that control all egress and access requirements for the project. He or she manages pre-move and onsite supervision activities, including packing, tagging, tagging reconciliation, and Check-Out. He or she assists in the procurement of the moving company.

- Holds a four year degree in facilities management, business management, architecture, or interior design; or a minimum of five (5) years relevant experience.
- Has a minimum of three (3) years experience in developing and managing the implementation of relocation occupancy schedules.
- Has a minimum of two (2) years experience in the procurement of relocation and/or furniture, fixtures, and equipment goods and services.
- Has a minimum of two (2) years experience in coordinating vendor activities in the relocation, furniture, fixtures, and equipment or other related service industry, for example, installation, punch list, on-site move supervision.
- Has successfully worked on multiple relocation projects from 5,000 - 50,000 SF.

Customer Service Representative

The Customer Service Representative supports the project team in all clerical and administrative activities. He or she provides quality assurance to all personnel and asset lists; assembles move packs; and participates in all pre-move briefings. He or she is responsible for pre-move site inspections to confirm site conditions; compliance with site protection requirements; supervision of post-move inventory; and management of the Post-Move Welcome Desk and Post-Move punch list activities.

- Holds a four year degree in facilities management, business management, architecture, or interior design; or a minimum of three (3) years relevant experience.
- Has a minimum of one (1) year experience in coordinating vendor activities in the relocation, furniture, fixtures, and equipment or other related service industry, for example, installation, punch list, on-site move supervision.
- Has a minimum of one (1) years experience in providing customer service support in the relocation or other service industry.
- Has successfully served on a team performing relocation projects from 5,000 - 50,000 SF.

Management Alternatives, Inc.

1420 K Street, N.W., Suite 500, Washington, D.C. 20005
phone: 202.842.4300
fax: 202.842.5063
www.mgmt-alt.com

Labor Categories

Asset Tracking Database Manager:

The Asset Tracking Database Manager is responsible for planning the structure of the database based on individual project objectives. He or she constructs and maintains the database to serve the project needs for tracking personnel; furniture, fixtures, and equipment assets; and IT hardware migration related information. This manager is an expert in database configuration and manipulation. Database related deliverables include color coded preprinted labels, checkout inventory sheets, file planning labels and floor plans.

- Holds a four year degree in computer science, business management, architecture, or interior design; or a minimum of four (4) years relevant experience.
- Has a minimum of four (4) years of experience in the development, manipulation and maintenance of Access databases; and/or
- Has a minimum of four (4) years experience in furniture layouts and Cadd.
- Has a minimum of four (4) years of experience in managing data integrity and quality control.

Asset Tracking Database Specialist:

The Asset Tracking Database Specialist maintains and manipulates the project databases and provides review and quality control of raw data provided by client. He or she also provides quality control of initial database output to support the Database Manager. Database related deliverables include color coded preprinted labels, checkout inventory sheets, file planning labels and floor plans.

- Holds a two year degree in computer science, business management, or interior design; or a minimum of two (2) years relevant experience.
- Has a minimum of two (2) years of experience in the data entry, quality control and development, manipulation and maintenance of Microsoft Access databases; and/or
- Has a minimum of two (2) years experience in furniture layouts and Cadd.

Management Alternatives, Inc.

1420 K Street, N.W., Suite 500, Washington, D.C. 20005
phone: 202.842.4300
fax: 202.842.5063
www.mgmt-alt.com

Labor Categories

Project Scheduler:

The Project Scheduler develops and maintains the schedule based on sequencing and business requirements input from Project Manager. He or she prepares sequencing and dependencies of all activities and analyzes the impact of task date changes on the critical path and recommends solutions to maintain the schedule.

- Holds a four year degree in computer science, business management, architecture, or interior design; or a minimum of five (5) years relevant experience.
- Has a minimum of five (5) years of experience in the development, manipulation, and maintenance of CPM based schedules and software packages.

Inventory Manager:

The Inventory Manager is an expert in furniture asset management and leads the interaction with the client and architect. He or she helps to create the asset management plan; leads the cataloging effort; leads inventory teams; and establishes the furniture database structure and information fields. He or she oversees programming and instruction on barcode devices and provides quality control over inventory teams. He or she also edits and provides final organization of asset catalogs and advises the client on reuse vs. new purchase decisions.

- Holds a two year degree in facilities management or business management; or a minimum of three (3) years relevant experience.
- Has a minimum of two (2) years of experience managing furniture, fixtures, and equipment inventories and inventory teams.
- Has a minimum of one (1) year of experience conducting furniture, fixtures, and equipment inventories.

Inventory Specialist:

The Inventory Specialist is knowledgeable of both systems and case goods furniture identification and typology. He or she provides onsite identification, inventory, and use of the bar code labeling device. He or she also provides condition reports for furniture

- Holds a two year degree in facilities management or business management; or a minimum of two (2) years relevant experience.
- Has a minimum of two (2) years of experience managing furniture, fixtures, and equipment inventories and inventory teams.
- Has a minimum of one (1) year of experience conducting furniture, fixtures, and equipment inventories.

Management Alternatives, Inc.

1420 K Street, N.W., Suite 500, Washington, D.C. 20005
phone: 202.842.4300
fax: 202.842.5063
www.mgmt-alt.com

Company Profile

Management Alternatives Inc. is the oldest and most experienced relocation project planning and management firm in the country. Founded in 1983 and headquartered in Washington, DC, M/A has the deep capabilities and expertise to meet the demands of an ever changing and technically diverse national client base. From corporate headquarters, biotech laboratories, and data centers to airports, federal agencies, and law firms, an extensive portfolio demonstrates an expertise in managing high-risk, logistics intensive projects throughout the country.

M/A's strength lies in the ability to effectively transfer skills from one industry to another. A consistent, proven approach has been employed on over 400 relocations in excess of 400 million square feet; maintaining sensitivity to the unique challenges of each project and to the integrity of each client's mission. M/A identifies critical issues and recommends reasonable courses of action that strive to not interfere with normal operations.

An experienced team is assembled for each project whose talents meet the specific requirements of the client. Each team member brings an unparalleled commitment to excellence, service, and confidentiality to every project.

With many continuing client relationships, M/A demonstrates success in providing a quality assured, cost effective service. While the nature of the relocation business would preclude long standing client relationships (most companies only relocate once every five to ten years), our clients regularly return to M/A for service.

Consistent Approach

Management Alternatives' approach to a project is founded in our commitment to minimize disruption to normal operations during relocation. Our work focuses on all of the activities that must occur in preparation for the move to allow for a smooth transition to the new space. We serve our clients in a variety of ways, from strategic planning expertise to detail-oriented task lists; from human factors considerations to technology migration plans.

Business Objectives

In every one of our projects, M/A's commitment is to the business objectives of your firm. Through the use of Operations Questionnaires and practice group interviews, we identify critical operational issues.

Human Factors

We never lose sight of the impact this process has on people. We are vigorous advocates of a strong, coordinated communications program, designed to provide information at the appropriate times throughout the project to keep your personnel

Management Alternatives, Inc.

1420 K Street, N.W., Suite 500, Washington, D.C. 20005
phone: 202.842.4300
fax: 202.842.5063
www.mgmt-alt.com

Company Profile

Success Factors

We facilitate the efforts of all project participants. We identify critical operating issues and recommend reasonable courses of action, which do not interfere with normal firm operations. We control costs, plan for contingencies, and leave nothing to chance.

Management Alternatives, Inc.

1420 K Street, N.W., Suite 500, Washington, D.C. 20005

phone: 202.842.4300

fax: 202.842.5063

www.mgmt-alt.com

Experience

Management Alternatives, Inc. has provided services to the following agencies under the GSA Contract: GS-29F-0017N:

Project	Duration	Square Footage	Number of Positions
U.S. Census Bureau, Suitland, Maryland	2005-2007	1,100,000 SF	5,000
U.S. Securities and Exchange Commission Headquarters, Washington, D.C.	1. April - June, 2005; 2. November, 2005 - March, 2006; 3. July, 2006 – August, 2006	1. 504, 000 SF, 2. 126,000 SF, 3. n/a	1. 1,810, 2. 450/585, 3. 208
U.S. Department of Defense, Arlington, Virginia	June, 2004 - May, 2005	328,000 SF	1,150
U.S. Department of Education, Boston, Massachusetts	January, 2004 – July, 2005	60,000 SF	110

Management Alternatives, Inc.

1420 K Street, N.W., Suite 500, Washington, D.C. 20005

phone: 202.842.4300

fax: 202.842.5063

www.mgmt-alt.com

Experience

U.S. Census Bureau

Suitland, Maryland

Project duration: 2005-2007

Square Footage: 1,100,000 SF

Number of Positions: 5,000



The U.S. Census Bureau is consolidating its headquarters staff from six separate buildings to two newly constructed facilities at the Suitland Federal Center in Suitland, Maryland. The consolidation is divided into two phases. M/A is providing relocation and inventory services for this extensive project.

Management Alternatives developed a Master Relocation Plan, which provides an organizational framework for the project. To create the Relocation Plan, Management Alternatives conducted Operations Questionnaires with 200 people from 40 departments to gather critical information including: hours of operation, "blackout dates"; interdependencies of different divisions or groups, special operation areas, IT requirements, equipment requiring specialized handling, and special security requirements. Management Alternatives also developed a Relocation Schedule, which includes the coordination of all non-construction vendors. Also Management Alternatives worked closely with the architect, Gruzen Samton, LLP, to manage the reassignment of existing furniture and equipment and to coordinate the integration of new furniture products.

Management Alternatives inventoried the furniture and equipment contained in 700 offices and 100 special spaces, including two libraries. By utilizing a proprietary Asset Tracking Database, Management Alternatives created inventory reports, which included information on an item's condition, location, dimensions, and description. Management Alternatives also created a Move Committee and works closely with them to understand the critical operating requirements to enable them to prepare each department for the move.

Phase 1 consisted of eight move weekends, where 2,100 people were relocated to Building 1. During the moves, Management Alternatives coordinated the relocation schedule around critical operation periods to prevent disruption to Census publication dates. Management Alternatives also provided a team on-site to supervise each move phase and maintained a Welcome Desk after each move weekend to resolve any outstanding issues. Currently the project is in Phase 2 with moves scheduled to begin in January, 2007, with 9 move weekends, including two separate library collections.

Management Alternatives, Inc.

1420 K Street, N.W., Suite 500, Washington, D.C. 20005

phone: 202.842.4300

fax: 202.842.5063

www.mgmt-alt.com

Experience

U.S. Securities and Exchange Commission Headquarters

Washington, D.C.

Project duration: April- June, 2005; November, 2005- March, 2006; July, 2006–August, 2006

Square Footage: 504, 000 SF, 126,000 SF, n/a

Number of Positions: 1,810, 450/585, 208



The U.S. Securities and Exchange Commission is a repeat client for Management Alternatives; handling their last four major relocation projects. From 1997 to 1998 their headquarters building in downtown Washington D.C. was renovated. Management Alternatives provided relocation management services for this 15 phase move of personnel, furniture, equipment, and special spaces into internal swing space and then back into their renovated space. The project involved 300,000 SF and 1,650 positions.

Then Management Alternatives was engaged through the GSA Schedule to assist the Securities and Exchange Commission in April through June, 2005 when they moved to new headquarters at Station Place One, a newly constructed building adjacent to Union Station in Washington, D.C. Management Alternatives provided relocation management services for this 12 phase move of personnel, furniture, and equipment. This project involved 504, 000 SF and 1,810 positions.

Management Alternatives was subsequently engaged to manage the relocation to Station Place Two. The Securities and Exchange Commission constructed a second 126,000 SF conjoined headquarters facility to accommodate personnel who occupied 901 E Street, a leased facility. To fulfill the original blocking and stacking plan, Management Alternatives was responsible for the relocation of 450 personnel into the new facility and the reorganization of 585 current occupants of Station Place One. Management Alternatives provided relocation management services for this seven phase move of personnel, furniture, and equipment. The project included move sequence scheduling; development of the mover scope of work; vendor coordination; file migration planning; move committee management; move preparation; move supervision; and post-move services.

The Securities and Exchange Commission contracted Management Alternatives to provide relocation management services for 208 personnel who needed to relocate as a result of Divisional reorganizations. Management Alternatives coordinated the relocation of personnel from their Operations Center in Virginia to Station Place One as well as internal relocations and backfills for Divisions within Station Place One and Two. Management Alternatives provided relocation management services for this four phase move of personnel, furniture, and equipment. The project included move sequence scheduling; coordination with the mover; vendor coordination; file migration planning; move committee management; move preparation; move supervision; and post-move services.

Management Alternatives, Inc.

1420 K Street, N.W., Suite 500, Washington, D.C. 20005

phone: 202.842.4300

fax: 202.842.5063

www.mgmt-alt.com

Experience

U.S. Department of Defense

Arlington, Virginia

Project Duration: June, 2004-May, 2005

Square Footage: 328,000 SF

Number of Positions: 1,150



Six different groups within the U.S. Department of Defense simultaneously were relocated from two office buildings into a newly constructed facility in Arlington, Virginia. These groups included: the Office of Naval Research, U.S. Air Force Office of Scientific Research, Defense Office of Hearings and Appeals, Navy Marine Corps Relief Society, the Director of Defense of Research and Engineering, and the U.S. Army Research Office. Management Alternatives (M/A) provided relocation management services for this project to ensure that all furniture, equipment, and classified documents were moved safely.

M/A developed a master relocation plan, which provided an organizational framework for the project. A relocation schedule was developed with a detailed occupancy sequencing plan and including the coordination of all non-construction vendors.

A critical goal of the move was to provide invulnerable security for the 280 safes; which contained classified military documents. M/A ensured this security by inventorying the safes; developing a migration plan and schedule; coordinating with DOD Security; and having M/A staff supervise the safes while en route to the new location. Additionally, M/A developed a sign-off process for all trucks containing safes, which included supervising the locking and unlocking of the trucks.

To accomplish the critical task of tracking personnel and assets throughout multiple moves, M/A inventoried furniture and equipment for affected offices and prepared personnel assignment sequencing plans for each phase of the relocation. By utilizing a proprietary Asset Tracking Database, M/A was able to easily track the sequencing and the assignment of assets and equipment throughout the moves.

Each of the six groups required separate project management, including furniture and equipment vendor contract management; as well as separate and distinct scheduling and move management. The planning; furniture, fixtures, and equipment installation; and moves all occurred simultaneously. M/A also developed a move committee and worked closely with them to understand critical operating requirements and to enable them to assist their respective department in preparing for the move.

M/A provided an on-site team to supervise each move phase and maintained a welcome desk after each move to dispatch assistance in resolving any outstanding issues from the move. In addition, M/A was responsible for the disposition of over 250,000 SF of surplus furnishings.

Management Alternatives, Inc.

1420 K Street, N.W., Suite 500, Washington, D.C. 20005

phone: 202.842.4300

fax: 202.842.5063

www.mgmt-alt.com

Experience

U.S. Department of Education

Boston, Massachusetts

Project duration: January, 2004 – July, 2005

Square Footage: 60,000 SF

Number of Positions: 110



Management Alternatives managed the relocation, design, and furniture procurement for the Boston Regional Office of the U.S. Department of Education which was comprised of 110 personnel occupying a new 60,000 SF office space. M/A provided relocation management services, while Gruzen Samton, LLP, a subcontractor to M/A, developed the space plans.

This project required intensive communications and coordination with all project team members. In addition to the regular project meetings with the client and the weekly internal meetings with Gruzen Samton, M/A's project manager also gave daily briefings of tasks and accomplishments to the agency's project manager.

Due to the prolonged negotiations between the General Services Administration and the landlord, the occupancy date was postponed three times. Throughout this process, M/A was responsible for communicating and coordinating with furniture, security, audio visual, telephone, and mover vendors. At the client's request, M/A accelerated the schedule for furniture procurement by approximately 30 days. Within eight days of the notice to proceed, M/A developed and released the final furniture RFP.

M/A also developed a comprehensive project deliverables budget matrix which tracked the project time spent by M/A and Gruzen Samton. The web based, Document Locator program was utilized for capturing and tracking all project deliverables and written correspondence by all project team members. Information captured in this system included schedules, AutoCAD drawings, emails, invoices, faxes, and letters. This system allowed the client to login from any location to a secure website to retrieve information at any time. It also provided a comprehensive record of the project in the event of future audits.

The Move Committee was formed with representatives from each department and met regularly to gather information and educate staff on specific responsibilities throughout the move process. A communications program was implemented to keep the Boston personnel current on the status of the project every step of the way. The program included move bulletins, pre-move briefings, and a relocation handbook.

M/A developed and issued the RFP for moving services. Then analyzed the bids and hired the mover. Additionally, M/A provided an on-site team to supervise the move; maintained a post-move help desk; and compiled and resolved the post-move punch list.

Management Alternatives, Inc.

1420 K Street, N.W., Suite 500, Washington, D.C. 20005

phone: 202.842.4300

fax: 202.842.5063

www.mgmt-alt.com

Organization

Management Alternatives' Team Organization and Structure

Management Alternatives assembles a team of professionals with a level of expertise and breadth of experience to manage your company's relocation with confidence. We staff our client engagements with a core team of experienced professionals led by a Principal.

Our staffing philosophy is to identify the skill mix required for a specific task and assign a team member with the appropriate skills to that task. We believe all of our clients benefit from our approach to project staffing, which has proven to be extremely cost effective, and has provided our clients with practical levels for the rare loss of a key individual.

Management Alternatives, Inc.

1420 K Street, N.W., Suite 500, Washington, D.C. 20005

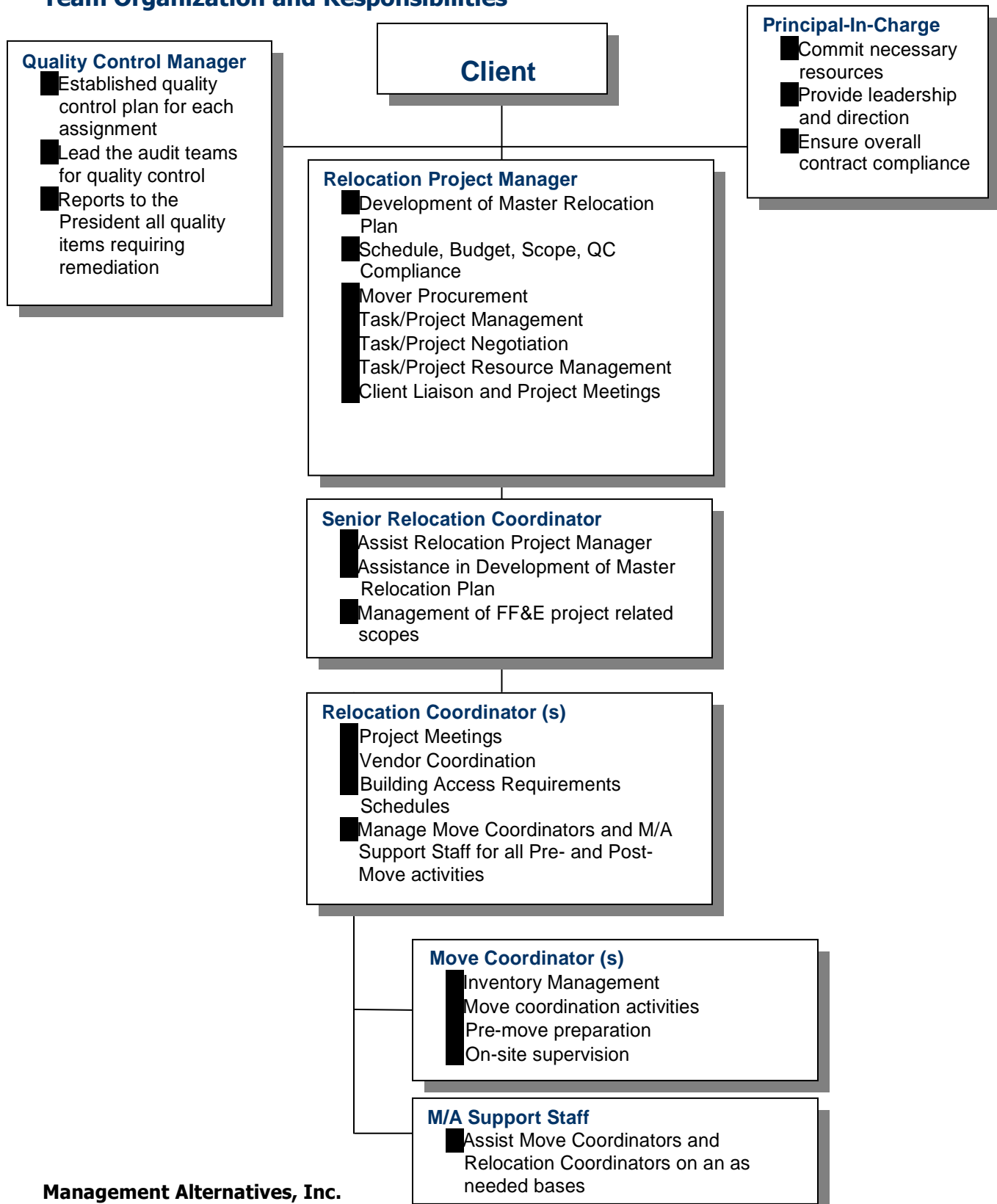
phone: 202.842.4300

fax: 202.842.5063

www.mgmt-alt.com

Organization

Team Organization and Responsibilities



Management Alternatives, Inc.

1420 K Street, N.W., Suite 500, Washington, D.C. 20005

phone: 202.842.4300

fax: 202.842.5063

www.mgmt-alt.com